

Documentation Instructions for Hiring New OGC Attorneys

The following is a list of documents that must be submitted to the Office of the Deputy General Counsel in order to process a hiring action that brings an attorney into the Department of the Navy's Office of the General Counsel. The items that often take the greatest amount of time to collect are official law school transcripts, and bar association letters of good standing and challenge statements. Completion of the Standard Form (SF) 86 and SF 87 may also expedite the process if you do not currently have a security clearance. The Standard Forms (SF) and Optional Forms (OF) can be accessed at the website <http://www.opm.gov/Forms/>.

This list is provided for informational use. Applicants may consider gathering this information prior to receiving an offer of employment in order to expedite the hiring process. Please be aware that the Deputy General Counsel has the authority to make an official offer of employment on behalf of OGC, and that discussing, completing, or providing any of the listed information does not imply that a selection decision has been made, or create an offer of employment. Selectees will be asked to submit information when the Deputy General Counsel extends a conditional offer of employment. **Applicants should *not* submit this information with their application package.**

In conjunction with a conditional offer of employment, new OGC attorneys are asked to submit the following forms and statements, which are required for processing of a hiring action:

INSTRUCTION FOR ATTORNEYS - CENTRAL OFFICE/AIO/ADR/NLO

As stated in the Appointment Letter of Employment, please send the following forms and statements in order to process your Final Appointment Package for approval by the Deputy General Counsel, the Qualifying Authority for all attorneys hired by the Department of the Navy Office of the General Counsel:

1. Two copies of your resume.
2. One copy with original signature of Standard Form 86 (Questionnaire for Sensitive Positions), complete on-line at: http://www.opm.gov/forms/pdf_fill/sf86.pdf. *Handwritten submissions will not be accepted.* This position is non-critical-sensitive. If you already have a security clearance please provide confirmation from your security office of the type of clearance you currently hold (i.e. JPAS record).
3. Proof of U.S Citizenship. (Certified copy of your Birth Certificate, Certification of Naturalization, Certificate of Citizenship or expired Passport).
4. A current official certificate from your bar that states that you are an active member in good standing. If you are a member of more than one bar please send the same information from each. Photo copies will not be accepted.
5. A current official statement from your bar/bars that your fitness to practice law and your conduct as an attorney have not been challenged. If either has been challenged, submit an official statement concerning the facts and circumstances including any explanation you may care to submit.
6. A written statement from you that you are an active member of a state bar or the District of Columbia bar.
7. An official transcript of your law school record and official statement of your relative standing in your class. (This item is not required if you have been a member of the bar 5 years or more).
8. Declaration for Federal Employment (Optional Form 306). *Hand written submissions will not be accepted.* Form available on-line at: http://www.opm.gov/forms/pdf_fill/of306.pdf
9. Direct Deposit form must be turned in during your 1st week of work to ensure that your payroll records are updated. Form available on-line at: <https://www.fms.treas.gov/eft/SF-1199A-2012.pdf>
10. Current government employees must provide a copy of the most recent Leave & Earnings statement.

NOTE: Individually signed photocopies (with original signatures) may be submitted. Retain a copy of all the documents you are providing for your records.

All packages must be sent to the following address via Federal Express to avoid mail delays:

Department of the Navy
Office of the General Counsel
Deputy General Counsel
1000 Navy Pentagon, Room 5A532
Washington, DC 20350-1000